



ePM News

Volume 1, Issue 2

July 2004

Welcome!



The ePM Team is hard at work, developing and refining tools to facilitate the exchange of vital information between project managers and users.

The purpose of this newsletter is to disseminate information about the latest reports, screens and forms available in ePM, their intent and purpose. Please take a moment to review its contents and post ePM News in your bulletin board.

WHY IS HOLIDAY LEAVE BEING CODED AUTOMATICALLY ON MY TIMESHEET?

The system reflects 8 hours of holiday leave on the day of a state-paid holiday.

If the work day exceeds 8 hours, and the holiday falls on a scheduled work day, employees should enter annual or other leave on the holiday to make up the deficit.

Once the system has entered the default of 8 hours, it is permissible to change the 8 hours to reflect partial leave (part-time employee) or delete it (position does not receive paid holidays).

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Setting status of activity 90P (Advertise Project) on Screen 220

Change in procedure for Projects Ready to Advertise saves time

By Elaine Fanning
User Support Team

Project Managers take note! A change in procedure for projects ready to be advertised is explained below:

On ePM Screen 220, set the status of activity 90P (Advertise Project) to Planned as a part of preparing the project for advertising. This will have two advantages over the current procedure:

1. PMs have more control over their projects. Although the ePM team will still change project status to Advertised and set the effective date on Screen 710 when the project has actually been advertised, the PM is in control up to the point the change is made.
2. When Central Construction receives the project package, the activity is already set so they can charge to it. They don't have to wait.

Currently, when Central Construction receives a project for advertising, they contact the ePM team to have the status of activity 90P changed to Planned to allow them to charge time to the activity. Eliminating this step makes the process more efficient for everyone concerned.

When the project is advertised in the newspaper, the ePM team will change the PIN Status to Advertised and set the Effective Date on the PIN tab of Screen ePM 710, "PIN Reference Numbers," to the Saturday advertising date. The ePM team will also exclude the PIN from the MPS run when notified by the PM.

Featured ePM Team Member

Beginning this month, small bios of each team member will appear in this section to help users get better acquainted with the ePM team.



Dan Avila is the ePM Engineer. He joined ePM in December 2003 after a four-year stint in the Research Division. He is responsible for overseeing the day-to-day activities of the team, assigns work and sets priorities in developing solutions for

problems identified. Dan became a member of the Project Development team in 1999, after successful completion of the UDOT Rotational Program. He graduated with an MS with emphasis in Geotechnical Engineering and a BS in Civil & Environmental Engineering from Brigham Young University. A native of Argentina, Dan enjoys living in Utah with his wife and daughter, and exploring the great outdoors. If you have suggestions concerning improvements to the ePM system, please contact Dan.

Project Level Budgeting

ePM will play a vital role as the Department moves toward Project Level Budgeting implementation. If you are involved in this initiative, or have special requests please contact Becky Stromness (rstromness@utah.gov) to discuss your specific needs. For example,

- create a report similar to the 211 Report giving managers employee-specific totals
- create a 490 Report for the Construction activities, etc.

If you need data while these reports are being developed, Becky can help you get this information during the course of the business day.

WHERE DO I FIND PREVIOUS ISSUES OF EPM NEWS?

Back issues of *ePM News* can be downloaded from UDOT's ePM webpage (see *ePM Logon Access* article on next column for details on webpage location and access). Follow the [ePM News](#) hyperlink under Article Listing (at the bottom of the page) for a complete listing of all newsletters published to date.

ePM Logon Access Available on UDOT Webpage

The team is pleased to provide users access to ePM through UDOT's award-winning website (www.udot.utah.gov)

With an ever-increasing user base (over 480 internal users and approximately 30 outside users) quick, reliable access to ePM has become a top priority.

To access the ePM login screen, follow the instructions below. Once there add it to your Favorites (bookmark) or Links for instant access.

- 1) Go to www.udot.utah.gov
- 2) Mouse over the Doing Business tab until the long menu appears
- 3) Mouse over the long menu (don't click yet) down to Consultant and Designer Resources
- 4) When the short menu appears select Electronic Program Management (ePM)

| Doing Business | Inside UDOT |
|---|-------------------------------------|
| Projects, Studies, and Future Plans >> | |
| Contractor Tools >> | |
| Consultant and Designer Resources >> | CADD Support |
| UDOT Permits >> | Consultant Services |
| Standards, Manuals, Guidelines, and References >> | Design Exceptions |
| Research >> | Electronic Program Management (ePM) |
| Public Involvement >> | Structures |
| Traffic and Safety Information >> | |
| Trucking Services >> | |
| Local Government Assistance >> | |
| Events and Conferences >> | |
| Regional Offices >> | |
| Planning and Programming | |

Once you've reached the ePM Main page, click the [ePM Log On](#) hyperlink, wait a few seconds until the log on screen loads, enter your user ID and password in the required fields and click Login (or hit the Enter key).